

## Proposed Course title: - Basic Computer Course

**Objective:** The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), sending mails etc. This allows a common man or housewife to be also a part of computer users list. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

**Duration:** Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs. This course can also be offered as 06 days full time intensive course.

### Syllabus Outline

	<b>Theory</b>	<b>Tutorials</b>	<b>Practical</b>
1. Knowing computer	1	1	1
2 Operating Computer using GUI Based Operating System	2	0	4
3. Understanding Word Processing	2	1	6
4. Using Spread Sheet	1	1	4
5. Communicating using the Internet	1	0	2
6. WWW and web browsers	1	0	2
7. Communications And Collaboration	1	0	2
8. Making small presentation	1	1	1
<b>Grand Total</b>	<b>10</b>	<b>4</b>	<b>22</b>

# DETAILED SYLLABUS

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## **1. KNOWING COMPUTER**

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- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
  - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
  - 1.3.1 Central Processing Unit
  - 1.3.2 Keyboard, mouse and VDU
  - 1.3.3 Other Input devices
  - 1.3.4 Other Output devices
  - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
  - 1.4.1 Hardware
  - 1.4.2 Software
    - 1.4.2.1 Application Software
    - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
  - 1.6.1 e-governance
  - 1.6.2 Entertainment
- 1.7 Bringing computer to life
  - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model Answers

## **2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM**

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- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
  - 2.2.1 Operating system
  - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
  - 2.3.1 Task Bar
  - 2.3.2 Icons
  - 2.3.3 Menu
  - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
  - 2.4.1 Changing System Date And Time
  - 2.4.2 Changing Display Properties
  - 2.4.3 To Add Or Remove A Windows Component
  - 2.4.4 Changing Mouse Properties
  - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
  - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities

- 2.7 Summary
- 2.8 Model Answers

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### **3. UNDERSTANDING WORD PROCESSING**

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- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
  - 3.2.1 Opening Word Processing Package
  - 3.2.2 Menu Bar
  - 3.2.3 Using The Help
  - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
  - 3.3.1 Opening Documents
  - 3.3.2 Save and Save as
  - 3.3.3 Page Setup
  - 3.3.4 Print Preview
  - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
  - 3.4.1 Document Creation
  - 3.4.2 Editing Text
  - 3.4.3 Text Selection
  - 3.4.4 Cut, Copy and Paste
  - 3.4.5 Spell check
  - 3.4.6 Thesaurus
- 3.5 Formatting the Text
  - 3.5.1 Font and Size selection
  - 3.5.2 Alignment of Text
  - 3.5.3 Paragraph Indenting
  - 3.5.4 Bullets and Numbering
  - 3.5.5 Changing case
- 3.6 Table Manipulation
  - 3.6.1 Draw Table
  - 3.6.2 Changing cell width and height
  - 3.6.3 Alignment of Text in cell
  - 3.6.4 Delete / Insertion of row and column
  - 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Answers

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### **4. USING SPREAD SHEET**

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- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
  - 4.2.1 Opening of Spread Sheet
  - 4.2.2 Addressing of Cells
  - 4.2.3 Printing of Spread Sheet
  - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells

- 4.3.1 Entering Text, Numbers and Dates
- 4.3.2 Creating Text, Number and Date Series
- 4.3.3 Editing Worksheet Data
- 4.3.4 Inserting and Deleting Rows, Column
- 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
  - 4.4.1 Using Formulas
  - 4.4.2 Function
- 4.5 Summary
- 4.6 Model Answers

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## **5. COMMUNICATION USING THE INTERNET**

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- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
  - 5.2.1 Local Area Network (LAN)
  - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
  - 5.3.1 Concept of Internet
  - 5.3.2 Applications of Internet
  - 5.3.3 Connecting to the Internet
  - 5.3.4 Troubleshooting
- 5.4 Summary
- 5.5 Model answers

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## **6. WWW AND WEB BROWSER**

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- 6.0 Introduction
- 6.1 Objectives
- 6.2 World Wide Web (WWW)
- 6.3 Web Browsing Softwares
  - 6.3.1 Popular Web Browsing Softwares
- 6.4 Search Engines
  - 6.4.1 Popular Search Engines / Search for content
  - 6.4.2 Accessing Web Browser
  - 6.4.3 Using Favorites Folder
  - 6.4.4 Downloading Web Pages
  - 6.4.5 Printing Web Pages
- 6.5 Understanding URL
- 6.6 Surfing the web
  - 6.6.1 Using e-governance website
- 6.7 Summary
- 6.8 Model Answers

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## **7. COMMUNICATIONS AND COLLABORATION**

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- 7.0 Introduction
- 7.1 Objectives

- 7.2 Basics of E-mail
  - 7.2.1 What is an Electronic Mail
  - 7.2.2 Email Addressing
- 7.3 Using E-mails
  - 7.3.1 Opening Email account
  - 7.3.2 Mailbox: Inbox and Outbox
  - 7.3.3 Creating and Sending a new E-mail
  - 7.3.4 Replying to an E-mail message
  - 7.3.5 Forwarding an E-mail message
  - 7.3.6 Sorting and Searching emails
- 7.4 Document collaboration
- 7.5 Instant Messaging and Collaboration
  - 7.5.1 Using Instant messaging
  - 7.5.2 Instant messaging providers
  - 7.5.3 Netiquettes
- 7.6 Summary
- 7.7 Model Answers

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## **8. MAKING SMALL PRESENTATIONS**

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- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
  - 8.2.1 Using PowerPoint
  - 8.2.2 Opening A PowerPoint Presentation
  - 8.2.3 Saving A Presentation
- 8.3 Creation of Presentation
  - 8.3.1 Creating a Presentation Using a Template
  - 8.3.2 Creating a Blank Presentation
  - 8.3.3 Entering and Editing Text
  - 8.3.4 Inserting And Deleting Slides in a Presentation
- 8.4 Preparation of Slides
  - 8.4.1 Inserting Word Table or An Excel Worksheet
  - 8.4.2 Adding Clip Art Pictures
  - 8.4.3 Inserting Other Objects
  - 8.4.4 Resizing and Scaling an Object
- 8.5 Presentation of Slides
  - 8.5.1 Viewing A Presentation
  - 8.5.2 Choosing a Set Up for Presentation
  - 8.5.3 Printing Slides And Handouts
- 8.6 Slide Show
  - 8.6.1 Running a Slide Show
  - 8.6.2 Transition and Slide Timings
  - 8.6.3 Automating a Slide Show
- 8.7 Summary
- 8.8 Model Answers